

2006 OHWG Encampment Cadet Staff Job Descriptions

Squadron Commander–

Assumes command authority and responsibility for a cadet squadron of 30 basic cadets and 6 staff members. In this capacity, squadron commanders are responsible for providing training to both basic and staff personnel. Squadron Commanders are responsible for adherence to Encampment Standard Operating Procedure by members of their squadron and are expected to be able to delegate effectively and work with subordinate leaders. The education and training of flight commanders is an important aspect of the duties of the Squadron Commander. Strong communication skills, solid moral character, and good decision-making abilities are absolutely vital for a Squadron Commander. Squadron Commanders report directly to the Encampment Cadet Deputy Commander.

Squadron Executive Officer –

Assumes command authority and responsibility for a cadet squadron of 30 basic cadets and 5 staff members in the absence of the Squadron Commander. Works directly with both the Squadron Commander and the Flight Commanders to create an environment conducive to training. Squadron Executive Officers are expected to share the same characteristics as a squadron commander, but may possess lower grade or less experience in the program. Squadron Executive Officers report directly to their respective Squadron Commanders.

Squadron First Sergeant –

Responsible for maintaining order within the squadron and facilitating a training environment. This individual must be well organized and able to adapt to situations easily and effectively. Prior Encampment experience is preferable.

Flight Commander–

Assumes responsibility for facilitating the training of the 30 basic cadets under their command as well as the Flight Sergeant. This individual must be able to adapt to situations easily and provide an environment conducive to training. No prior Encampment experience necessary. This position is an extremely learning based position.

Flight Sergeant–

This position is responsible for maintaining order within the flight and to assume command in the absence of the Flight Commander. This position requires no previous Encampment experience and is an extremely learning based position.

Logistics Officer–

Assumes all responsibilities for logistics, and supply for the Cadet Wing and ensures that adequate transportation resources and logistical assets are in place to support the execution of the Encampment mission. Works with senior logistics and transportation personnel to accomplish Encampment goals. Applicants should have excellent written and verbal communication skills and should preferably have prior Encampment support staff experience. The Logistics Officer reports directly to the Encampment Cadet Executive Officer.

Public Affairs Officer –

Assumes responsibility for public affairs and media relations for the Cadet Wing. Must effectively delegate tasks to an assistant in order to accomplish Encampment goals. Works with the senior public affairs personnel to portray the accomplishments of the Cadet Wing throughout the Encampment. Applicants should have excellent written and verbal communication skills, expertise with Microsoft Office products, and should preferably have some familiarity with photography. The Public Affairs Officer reports directly to the Encampment Cadet Executive Officer.

Communications Officer –

Assumes responsibility for communication equipment and protocol for the Cadet Wing. Must effectively delegate tasks to an assistant in order to accomplish Encampment goals. Works with senior communications staff to ensure effective communication coverage for Encampment operations and proper utilization of equipment. Applicants should be familiar with CAP communications regulations and should have completed Basic Communication User Training, with Advanced Communications User Training being preferable. The Communications Officer reports directly to the Encampment Cadet Executive Officer.

Administration/Personnel Officer –

Assumes responsibility for all administrative work involving the Cadet Wing. Works with senior administration/personnel staff to ensure a smooth in-processing, out-processing and keep complete Encampment records in an effort to accomplish the goals of the Encampment. Previous Encampment experience is not required however; the applicant must have good personnel skills and have a working knowledge of Microsoft Office. The Administration/Personnel Officer reports directly to the Encampment Cadet Executive Officer.

Training Officer –

Implements the training schedule, resolves training conflicts and develops alternate plans for training to accomplish Encampment goals. Works with senior training staff to ensure that national curriculum goals are met. Must effectively delegate tasks to an assistant in order to accomplish Encampment goals. Applicants should be extremely familiar with the cadet program and the Encampment curriculum as outlined in CAPR 52-16, should preferably have previous Encampment support staff experience, and need excellent time-management and multi-tasking abilities. The Training Officer reports directly to the Encampment Cadet Adjutant.

Operations Officer –

Assumes responsibility for all transportation needs for the duration of the Encampment as well as coordinate Orientation Flights through the Senior Operations Officer. Previous Encampment experience is not required though helpful. The Operations Officer must delegate effectively to their Assistant Operations Officer. The Operations Officer reports directly to the Encampment Cadet Adjutant.

Standards and Evaluation Officer –

Assumes responsibility for the implementation of the Encampment Standard Operating Procedure and the evaluation of overall training in a fair and unbiased manner. Must be able to effectively delegate to a staff of up to three members to evaluate the SOP requirements of each Basic Cadet's quarters. Previous Encampment experience is required for this position and the applicant must hold themselves to the highest of standards throughout the Encampment. The Standards and Evaluation Officer reports directly to the Encampment Cadet Adjutant.